



# *Manager's Report*

## *for Council Meeting of February 8, 2005*

### **FINANCE**

Listed below are new businesses licensed during this period:

#### **Business Name**

A Marzachco LLC  
Celtic Rhythm School of Dance (new owner)  
Dynamic Solutions LLC  
Floors & Kitchens of Loudoun  
Future Focus Technologies LLC  
Green Earthworks  
King Lumber, Inc.  
Market Street Auto & Trans Repair  
Persnickety Palm, Inc.  
Perusa Cleaning Services  
R A R Cleaning Service

### **HUMAN RESOURCES**

New Hires and Terminations for the period of January 15 to January 31, 2005

<b><u>New Hires</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Jerry Blaylock		Police
Patrick Hough	Utility Plant-Operator Trainee	Utilities
Briana Tucker	Office Assoc.	Utilities
Claude Payne	Utility Plant-Operator Trainee	Utilities

<b><u>Promotions</u></b>		
Donald Obert	Fitness Attendant II	Parks & Rec
Twila Dew	Admin. Associate	Parks & Rec

#### **Transfers**

<b><u>Separations</u></b>	<b><u>Position</u></b>	<b><u>Department</u></b>
Davis Robertson	Utility plant-Operator Trainee	Utilities

#### **Retirements**

**PLANNING, ZONING & DEVELOPMENT****PLANNING DIVISION**

MANAGER'S REPORT			
PLAN REVIEW ACTIVITY			
DIVISION OF CURRENT PLANNING			
PLANS REVIEWED DURING THE PERIOD OF: JANUARY 19, 2005 – FEBRUARY 1, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Loudoun Times Mirror Addition & Parking DP-2002-12	Sketch	3 <sup>rd</sup>	Proposal to construct an addition onto the existing building and construct a parking garage
303 & 305 South King Street TLBV-2005-0001	Boundary Line Vacation	1 <sup>st</sup>	Proposal to vacate the property line separating 303 and 305 South King Street
Loudoun County High School Building Addition TLSE-2004-0029 (415 Dry Mill Road)	Special Exception	1 <sup>st</sup>	
Potomac Station Retail, Parcel B Convenience Store TLSE-2004-0004 (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Special Exception	3 <sup>rd</sup>	
Leesburg Plaza Shopping Center TLES-2005-0008 (500 block East Market Street)	Easement Plat	1 <sup>st</sup>	Proposal to create various on-site easements
Leesburg Plaza Shopping Center TLPF-2004-0023 (East Market Street near Plaza Street)	Preliminary/Final Development Plan	2 <sup>nd</sup>	Proposal to renovate retail square footage on 16 acres
Best Buy @ Potomac Station (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Request for Preliminary/Final Development Plan Authorization	1 <sup>st</sup>	Request to combine the preliminary and final development plan review process
Lansdowne, Section 45 (Outside of the Town limits)	Construction Drawings (Water & sewer only)	1 <sup>st</sup>	Proposal to construct various water and sewer lines
Loudoun DGS Pump Station (Outside of the Town limits)	Construction Drawings (Water & sewer only)	1 <sup>st</sup>	Proposal to construct sanitary sewer and pump station for the new jail building
Oaklawn Commercial TLPS-2004-0003 (Adjacent to Sycolin Road and the future Battlefield Parkway alignment)	Preliminary Subdivision Plat	1 <sup>st</sup>	Proposal to subdivide a large tract into 21 commercial lots and related public road ROW

**PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:  
JANUARY 19, 2005 – FEBRUARY 1, 2005**

<b>Project Name (Address/Location)</b>	<b><u>Project Type</u></b>	<b>Submission Number</b>	<b>Proposal Description</b>
303 & 305 South King Street TLBV-2005-0001	Boundary Line Vacation	1 <sup>st</sup>	Proposal to vacate the property line separating 303 and 305 South King Street
Leesburg Plaza Shopping Center TLES-2005-0008 (500 block East Market Street)	Easement Plat	1 <sup>st</sup>	Proposal to create various on-site easements
Leesburg Plaza Shopping Center TLPF-2004-0023 (500 block East Market Street)	Preliminary/Final Development Plan	3 <sup>rd</sup>	Proposal to renovate retail square footage on 16 acres
Simpson Middle School Building Addition TLDW-2005-0001 (490 Evergreen Mill Road)	No Adverse Impact Plan/Development Plan Waiver	2 <sup>nd</sup>	Proposal to construct an addition onto the existing school
Potomac Station Retail, Parcel B Convenience Store TLRD-2003-0001 (Northeast corner of the intersection of Battlefield Parkway and East Market Street/Route 7)	Revision to Approved Final Development Plan	3 <sup>rd</sup> Revised	
Loudoun DGS Pump Station (Outside of the Town limits)	Construction Drawings (Water & sewer only)	1 <sup>st</sup>	Proposal to construct sanitary sewer and pump station for the new jail building
Lansdowne, Section 45 (Outside of the Town limits)	Construction Drawings (Water & sewer only)	1 <sup>st</sup>	Proposal to construct various water and sewer lines
Gatehouse Networks TLSE-2004-0018	Special Exception	2 <sup>nd</sup>	
Oaklawn Multifamily TLPF-2004-0021 (Adjacent to Sycolin Road and the future Battlefield Parkway alignment)	Preliminary Development Plan	2 <sup>nd</sup>	Proposal to construct 140 condominium units and related infrastructure

**PLANS APPROVED OR RECORDED DURING THE PERIOD OF:  
JANUARY 19, 2005 – FEBRUARY 1, 2005**

<b>Project Name (Address/Location)</b>	<b>Project Type</b>	<b>Submission Number</b>	<b>Proposal Description</b>
Stowers, Phase 3, Section 4	Final Plat	2 <sup>nd</sup>	<i>Approved as to form, ready for recordation of subdivision for 52 single-family detached residential dwellings and ROW dedication</i>
Stowers, Phase 3, Section 4	Construction Drawings	4 <sup>th</sup>	<i>Approved as to form, construction drawings for 52 single-family detached residential dwellings and related public infrastructure including</i>

**ZONING DIVISION**

**Zoning Permits Issued Residential**

5 SFD@ 100,000 Stowers

**Zoning Permits Issued Commercial**

241 Ft Evans Rd, Leesburg Premium Outlet Mall interior fit up 12,500

629 Potomac Station Drive 90,000

**Occupancy Permits Issued Residential**

Potomac Crossing 7@SFA

Stowers 8 @SFD

Edwards Landing 1@ SFD

**Occupancy Permits Issued Commercial**

1501 Edwards Ferry Rd

**ZONING DIVISION**

**Special Exceptions: 27 Active or Under Review for Acceptance**

1. TLSE-2003-0007, 9 Cardinal Park Drive (Jerry's Ford): Located in the southwest quadrant of the intersection of Trailview Boulevard and Cardinal Park Drive. Applicant, John's Ford, Inc. t/a Jerry's Leesburg Ford, seeks special exception approval for an outdoor vehicle storage use on a portion of a 3.58-acre parcel. The plans were rejected for review on November 19, 2003. The applicant submitted a traffic study on November 12, 2004 and the revised application has been accepted. First submittal comments sent to applicant.
2. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. Applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-through lanes on a proposed 54,000 s.f. pad site. The plans were accepted for review on February 18, 2004. Applicant requested staff delay review until further notice.
3. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). Applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-through lanes on a proposed 34,590 s.f. pad site. The plans were accepted for review on February 18, 2004. Applicant requested staff delay review until further notice.
4. TLSE-2004-0004 Potomac Station Gas Station/Convenience Store: Located at the southeast quadrant of the intersection of Battlefield Parkway and Potomac Station drive. Applicant seeks to build a 2,900 square foot convenience store with eight (8) gas pumps and a 1,012 s.f. car wash. The application was officially accepted for review on March 4, 2004. Second submission reviewed and comments mailed to applicant August 25, 2004. Awaiting re-submittal of third revision. Third submittal received, review comment due February 2, 2005.

5. TLSE-2004-0005 Stanfield at Greenway: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). Applicant, Stanfield Company, L.L.C. seeks special exception approval to build a 300-seat conference center in the existing manor house. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
6. TLSE-2004-0006 Catoctin Circle Center – Bank Drive-Through: Located along Catoctin Circle, S.E. (behind the Giant grocery store). Applicant Waterford Holdings L.L.C. seeks special exception approval to build a 10,000 square foot bank with drive-through windows. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004. Third submission plans received on October 1, 2004. Planning Commission public hearing was held December 2, 2004. The Planning Commission recommended conditional approval on 12/16/04. Town Council held its public hearing on January 25, 2005. A vote is anticipated on February 8, 2005.
7. TLSE-2004-0007 Catoctin Circle Center – Parking Garage: Located along Catoctin Circle, S.E. (behind the Giant grocery store). Applicant Waterford Holdings L.L.C. seeks special exception approval to build a 120,000 square foot parking garage for 400 vehicles. The application was officially accepted for review on April 16, 2004. Staff comments on the second submission were issued on August 18, 2004. Planning Commission public hearing was held December 2, 2004. The Planning Commission recommended conditional approval on 12/16/04. Town Council held its public hearing on January 25, 2005. A vote is anticipated on February 8, 2005.
8. TLSE-2004-0008 Meadowbrook Bank Drive Thru-EAST: Located along the East side of Rt.15 South, opposite Greenway Farm. Applicant, Centex Homes, requests a 5,000 sq. ft. bank with a drive-through window. Submitted April 7, 2004. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. Second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. Staff awaits response from applicant
9. TLSE-2004-0009 Meadowbrook, Bank Drive Thru-WEST: Located along the East side of Rt.15 South, opposite Greenway Farm. Applicant, Centex Homes, requests a 5,000 sq. ft. bank with a drive-through window. Submitted April 7, 2004. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. Second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. Staff awaits response from applicant
10. TLSE-2004-0010 Meadowbrook, Convenience Store/Gas Pumps: Located along the East side of Rt.15 South, opposite Greenway Farm. Applicant, Centex Homes, requests a 7,000 sq. ft. convenience store with 12 gas pumps. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. Second submission was received on November 19, 2004. Staff review comments were forwarded to the applicant on January 24, 2005. Staff awaits response from applicant

11. TLSE-2004-0011 Hertz Rent-A-Car: Located at 4 Cardinal Park Drive, S.E. in an existing auto body repair shop (Craftsman Auto Body). Applicant requests ability to rent autos to auto body shop patrons. Submitted April 8, 2004, resubmitted May 4, 2004; rejected for acceptance on May 12, 2004. The application resubmitted and accepted for review on October 5, 2004. Second submission review comments forwarded on November 12, 2004. Second submission plans being prepared by applicant.
12. TLSE-2004-0013 Fort Evans Plaza II-Mixed Retail: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills Subdivision. Request for 238,715 sq. ft. of mixed retail. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004. Revised plans received on October 5, 2004. Second submission review comments forwarded on November 12, 2004. Third submission plans submitted on December 6, 2004. Planning Commission public hearing schedule for February 3, 2005.
13. TLSE-2004-0014 Fort Evans Plaza II- Bank NORTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills subdivision. Request for 4,500 sq. ft. bank with drive-through window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004. Application resubmitted October 4, 2004. Second submission review comments forwarded on November 12, 2004. Third submission plans submitted on December 6, 2004. . Planning Commission public hearing schedule for February 3, 2005.
14. TLSE-2004-0015 Fort Evans Plaza II- Bank SOUTH: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills Subdivision. Request for 4,500 sq. ft. bank with drive-through window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004. Application resubmitted October 4, 2004. Second submission review comments forwarded on November 12, 2004. Third submission plans submitted on December 6, 2004. Planning Commission public hearing schedule for February 3, 2005.
15. TLSE-2004-0016 Fort Evans Plaza II- Fast Food Restaurant/ Drive Thru: Located on the north side of Fort Evans Rd, opposite the Sycamore Hills Subdivision. Request for 3,000 sq. ft. fast food restaurant with drive-through window. Submitted April 19, 2004; resubmitted April 28, 2004. Officially accepted for review on May 11, 2004. Staff comments were issued on August 20, 2004. Application resubmitted October 4, 2004. Staff comments forwarded on November 12, 2004. Third submission plans submitted on December 6, 2004. Planning Commission public hearing schedule for February 3, 2005.
16. TLSE-2004-0018 Gate House Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of that road and Chickasaw Place, N.E. Applicant Gate House Networks requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were submitted on June 10, 2004 and were officially rejected on June 22, 2004 due to failure to meet minimum submission requirements. Plans resubmitted and accepted

on September 20, 2004. Staff comments were issued on October 1, 2004. Second submission plans received on January 28, 2005. Referral comments due February 25, 2005.

17. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.
18. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004; second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.
19. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.
20. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.
21. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to

the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

22. TLSE-2004-0024 Village at Leesburg – Bank with Drive Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive through lanes and an ATM in the PRC Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.
23. TLSE-2004-0025 Village at Leesburg – Parking Garage #5 in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 108,000 square foot parking garage in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.
24. TLSE-2004-0026 Village at Leesburg – Hotel in Land Bay “E”: Located on the south side of Route 7 east of Cochran Mill Road. Applicant, KSI Services, Inc., requests permission to build a 118,000 square foot hotel with 115 rooms in the B-4 Zoning District. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; Officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments due December 6, 2004. Applicant to supply additional information based on staff comments.
25. TLSE-2004-0027 Arby's at Potomac Station Retail Center: Located in the southeastern quadrant of the intersection of Battlefield Parkway and Potomac Station Drive in the Potomac Station Shopping Center. Applicant Master Design of Fairfax, Va. requests permission to build a 3,250 square foot fast food restaurant with a drive-through window on a 0.93-acre pad site. The application was submitted on July 2, 2004 and was officially rejected on July 14, 2004 due to failure to meet minimum submission requirements. Application was revised and resubmitted, officially accepted on August 5, 2004. Deferred by the BAR November 15, 2004. Until December 20, 2004. Second submission review completed by staff. A public hearing is scheduled for January 20, 2005
26. TLSE-2004-0028 Loudoun National Bank: Located at 204 Catocin Circle, S.E. (adjacent to the new Loudoun Motor Sports building). Applicant, Loudoun National Bank, requests permission to construct a 10,750 square foot building with 6,000 square feet of bank uses, including a drive-through window in the B-2 District. Application was submitted on July 6, 2004. Officially accepted for review on July 14, 2004. First submission reviewed comments mailed to applicant August 24, 2004. Second submission received November 24, 2004. Staff referrals due December 22, 2004. A public hearing is scheduled for January 20, 2005



27. TLSE-2004-0029 Loudoun County High School Renovation: Located at 415 Drymill Rd. The renovation is to improve and modernizing the existing facilities, renovations are predominately to the interior of the main building with an expansion at the gymnasium area. The application was accepted on 12/30/04 and first submittal comments are being referred. First review comments sent to applicant on January 25, 2005. A joint public hearing is schedule for March 8, 2005.

**Rezoning: 6 Active or Under Review for Acceptance**

1. TLZM-2002-0005 Misty Ridge Rezoning: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) seeks to rezone 7.9 acres from R-1 to R-4 to permit 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The Planning Commission public hearing has been rescheduled at applicant's request to provide additional time for staff and the applicant to address outstanding issues.
2. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004; second submission reviews were forwarded to the applicant on August 3, 2004. Staff is waiting for plans to be resubmitted. On October 26, 2004, an indefinite extension of the twelve month review deadline was granted by the applicant.
3. TLZM-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant, Centex Homes, seeks to rezone 324 acres from R-1 to PRC (Planned Residential Community) to permit 1,356 dwelling units and 275,000 square feet of commercial uses on the property. The application was officially accepted for review on May 4, 2004. Staff comments were issued on July 28, 2004. Staff is waiting for plans to be resubmitted. Applicant has indicated a target date of November 15, 2004 for submission of revised plans. Second submission was received on November 19, 2004. Staff review comments are were forwarded to the applicant on January 24, 2005. Staff awaits response from applicant.
4. TLZM-2004-0002 Stanfield Properties at Greenway Farms: Located at 1241 S. King Street (the old Greenway Manor and outbuildings). Applicant, Stanfield Company, L.L.C., seeks amendments to the approved Concept Development Plan and Proffer Statement for ZM-101 Allman Property to build a 300-seat conference center in the existing manor house and a 400-seat performing arts center. The plans were submitted on March 9, 2004 and were officially rejected on March 22, 2004 due to deficiencies in the required traffic study and lack of required owners' signatures.
5. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). Applicant, KSI Services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC

(60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were submitted on June 11, 2004 and were officially rejected on June 24, 2004; resubmitted July 21, 2004 and officially accepted for review on July 28, 2004. First submission review comments were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

6. TLZM-2004-0006 Kincaid Forest: Located at the southwest corner of Battlefield Parkway and Kincaid Forest Boulevard, the property is approximately 6.34 acres in size. The applicant, Towns at Kincaid LLC, seeks to amend the concept plans for Kincaid Forest to substitute 38 townhome dwelling units for 20,040 square feet of commercial/office/retail space. The application was officially accepted for review on October 1, 2004. The first submission review comments were sent to the applicant on November 15, 2004, and second review comments were due on January 15, 2005. A preview meeting is scheduled for February 3, 2005.

#### **Town Plan Amendments: 3 Active or Under Review for Acceptance**

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing by the town on November 21, 2003. Revised plans were submitted on May 4, 2004; second submission reviews were forwarded to the applicant on August 3, 2004. On October 26, 2004, an indefinite extension for the twelve-month review deadline was granted by the applicant.
2. TLTA-2004-0001 Meadowbrook: Located on the east side of Route 15, south of the Route 15 Bypass and west of Evergreen Mill Elementary School. Applicant, Centex Homes, seeks to amend the Transportation Element of the 1997 Town Plan to relocate Battlefield Parkway across the property. The application was officially accepted for review on May 4, 2004; staff comments were issued on July 28, 2004. Applicant has indicated a target date of November 15, 2004. Second submission was received on November 19, 2004. Applicant withdrew the application on November 19, 2004.
3. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). Applicant, KSI Services, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to replace the cloverleaf interchange at the intersection of Route 7 and River Creek Parkway with a diamond interchange. The plans were submitted on June 11, 2004; resubmitted on July 21, 2004; officially accepted for review on July 28, 2004. First submission reviews were forwarded to the applicant on September 17, 2004. Second submission received November 4, 2004. Staff review comments were forwarded to the applicant on December 21, 2004. A third submission is required before processing to the Planning Commission public hearing.

**Zoning Ordinance Amendments:** None**Board of Zoning Appeals Cases**

Case BZA 05-01 Mark Reed- Variance request to permit an accessory structure (tool shed) in the front yard of the residence at 17865 Leeland Orchard Road, NW. Section 10.4.5 C.1. of the Zoning Ordinance requires an accessory structure to be located in the side or rear yard in compliance with the setbacks of the same section. A public hearing was held on Monday January 3, 2005. Applicant requested deferral until the February 7, 2005 meeting.

**Board of Architectural Review Cases**

The most recent B.A.R. meeting was held on Wednesday, January 19, 2005. The agenda included 12 applications, 6 of which were approved. The next B.A.R meeting is schedule for February 23, 2005 at 7:30 PM.

**WATER & SEWER ADMINISTRATION****During this time frame:**

- 23 Public Facility Permits were issued totaling \$256,799.00.
- 19 work orders were issued for meter sets.
- 15 requests for occupancy inspection were issued.

**Capital Projects Update:**

- 9 plans were received and reviewed with two requests for water and sewer system computer modeling.
- The Woodlea Manor Pump Station bid has been accepted and the project is proceeding for Council approval.
- The Loudoun County Board of Supervisors has approved the commission permit for the expansion of the Kenneth B. Rollins Water Treatment Plant and the site plan has been submitted for review.
- The miscellaneous water system improvement project has been advertised and bids are due on January 21, 2005.
- A proposal for design of the two new storage tanks is being negotiated with the engineering firm.
- Aref Etemadi, Kathleen Leidich, Amy Wyks, Steve Cawthron and Mac Romberg will be attending an Environmental Management Seminar (EMS) sponsored by Virginia Tech in Roanoke. The staff will be educated in evaluating and preparing an EMS plan for the Water Pollution Control Facility and will also be implemented at other facilities.

**UTILITY LINES DIVISION****Routine items include:**

- Turn on's and off's.
- Water meter readings.
- Complaint investigations.
- Rodding and cleaning sanitary sewer trouble spots.
- Marked water and sewer lines for contractors and citizens.
- Vehicle and ditch maintenance.

- Bush hogging.
- Installed a new blow-off hydrant at South King Street and Evergreen Mill Road.
- Cleaned the sanitary sewer main in the Northeast.
- Cleaned the Goose Creek, River Creek, Potomac Station, Big Springs and Old Waterford Knolls pumping stations.
- Cleaned three pits at the Wastewater Treatment Plant.
- Worked with Am-Liner on the shortliner project.
- Worked with Tri-State on grouting laterals.

**Summary Programs:**

- Staff performed complete maintenance on 58 fire hydrants.
- Staff completed 14 connections to town utility system.
- Staff completed 4 water leak repairs.
- Staff responded to 572 requests to locate utilities (Miss Utility).

**TOWN OF LEESBURG**

Full-time vacancies as of January 14, 2005

Department	# Vac	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
<i>Airport</i>	1	Maintenance Worker-III	11/15/04	√	√	√	√	√	√
	1	Maintenance Worker-II	1/14/05	√					
<i>Eng &amp; PW</i>	1	Sr Engineer – Plan Review(readvertise 7/23/04)	7/1/02	√	√	√	√		
	1	Sr Engineer-Stormwater Management	7/1/04	√	√	√	√		
	1	Chief of Engineering	11/30/04	√	√				
	2	Maintenance Wrkr. III	1/1/05	√	√	√			
<i>Human Resources</i>	1	MPA Management Intern	12/20/04	√					
	1	HR Generalist	11/15/04	√	√	√	√	√	√
<i>PZ&amp;D</i>	1	Sr. Planner Historic Preserv	1/11/05	√					
<i>P&amp;R</i>	1	Recreation Program Spvsr.	12/05/04	√	√				
	1	Aquatics Supervisor	12/24/04	√	√				
	1	Asst. Aquatics Supervisor	1/10/05	√	√				
	1	Custodian	01/11/05	√	√				
	1	Administrative Associate I	12/23/04	√	√				
	1	Recreation Proj Coordinator (Reg. Part-time)	12/22/04	√	√				
	1	Recreation Program Supervisor (Outreach Prgm)	1/14/05	√					
	1	Asst. Recreation Program Supervisor (Outreach Prgm)	1/14/05	√					
	1	Fitness Supervisor	1/14/05	√					
<i>Police</i>	1	Police Officer	7/1/04	√	√	√	√	√	√
	2	Communication Technician	11/15/04	√	√	√			
<i>Util Admin</i>	1	Senior Engineer	7/1/02	On hold					
<i>Util Lines</i>	1	Office Associate I	12/3/04	√	√	√			
<i>Util. Mainten.</i>	1	Utility Maint. Mechanic	12/15/04	√	√	√	√	√	
<i>WPCD</i>	1	Utility Plant Operator	11/2/04	√	√				
<i>Water Treatment</i>	1	Utility Plant Operator Trne	11/25/04	√	√	√	√	√	√
<b><u>TOTAL</u></b>	21								

\*On hold = Department is not actively recruiting this position.

\*\*Frozen = Department has identified this position to remain vacant for the rest of the fiscal year for budgetary reasons.

John A. Wells